



**TOWN OF LEXINGTON
A-FRAME/SANDWICH BOARD SIGNS
REGULATIONS AND APPLICATION PROCEDURE**

Sandwich board signs promoting public events, programs or functions to be held in Lexington sponsored by charitable, cultural, educational, religious or civic organizations are allowed with the Town Manager's approval at the following locations:

- **Emery Park (Depot Square).**
- **Corner of Massachusetts Avenue and Fletcher Avenue.**
- **Cary Hall, for events scheduled in Cary Hall.**
- **Other locations with special approval (see application form).**

Sandwich board signs are subject to the following requirements:

- **The sign shall have no more than two sides, be neat in appearance, constructed of finished all-weather materials and be well maintained.**
- **Overall dimensions-not to exceed 42" in height and 30" in width (unless otherwise approved-see application form).**
- **A 5' clearance shall be provided to allow unobstructed use of the sidewalk.**
- **No sign shall be secured, tethered or installed on traffic devices, utility equipment, street trees, street furniture, street lights, parking meters or any other public fixture.**
- **Only one sign per group per location, total number of signs per location may not exceed three.**
- **Signs may be put up one week prior to the event and are to be removed within 24 hours of the event.**
- **Lexington based organizations will be given preference.**

**TOWN OF LEXINGTON
SANDWICH BOARD APPLICATION FORM**

Application is hereby made to place a sandwich board sign, in accordance with the above regulations, at the following locations:

- **Emery Park: Yes:_____ No:_____**
- **Corner of Massachusetts Avenue & Fletcher Avenue:
Yes:_____ No:_____**
- **Cary Hall: Yes:_____ No:_____**
- **Requested other locations with special approval
Please list:_____**

Requested size (if larger than approved size) _____

on the following dates:_____

(name of event) _____ (organization)_____

(signature)_____ (please print name)_____

(address)_____ (phone number) _____

(email)_____

The above applicant agrees to hold the Town of Lexington harmless from any and all damages, claims or causes of action whatsoever of any nature by reason of use, placement or maintenance of said sign.

APPROVED:

Carl F. Valente, Town Manager

Date